

Commission on Student Affairs

October 5, 2006

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Sumeet Bagai, Steve Burrell, Virgilio Centeno, Scott Cheatham, Kevin Denny, Tim Filbert, Elizabeth Ford, Monika Gibson, Megan Horan, Frances Keene, Adeel Khan, Tanya LeRoith, Ennis McCrery, Margaret McQuain, Shane Moore, Manisha Patel, Jory Ruscio, Greg Sagstetter, Marc Saint Raymond, Aaren Salido, Karen Sanders, Robert Sebek, Guy Sims, Ed Spencer, Devin Stone, James Tyger, LaChelle Waller, Brian Whitaker

Absent with Notice: Ron Daniel, Zenobia Hikes, Navin Manjooran

Absent without Notice: Jack Atkins, Michael Dunleavy, Gary Kinder, Pris Martinez, Jerrine Morris, Ken Stanton, Purnima Sudeswaran

Special Note: At 3:30 p.m. on September 21, the commission held an orientation meeting. Members introduced themselves, notebooks were distributed, and topics of interest for this year were discussed. No minutes were generated for this meeting because no formal business was conducted.

I. Call to Order

Mr. Sumeet Bagai, chair, called the meeting to order at 3:32 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. There was a motion to adopt the agenda as written. The motion was seconded and passed.

III. Chair Report

- a. **Brainstorming Session Results** – Mr. Scott Cheatham distributed a copy of the brainstorming results from the discussion at the orientation meeting on September 21. The list of topics to be covered this year are as follows:
 - 1) Sports & Recreation;
 - 2) Campus Climate;
 - 3) Policies/Procedures;
 - 4) Campus Safety.
- b. **Committee Structure** – Mr. Bagai discussed the committee structure for this year. There will be four committees to cover the four main issues shown above. Committees will meet at the end of each commission meeting this year. He asked all commission members to write down their top two choices

for committee assignment, and he and Mr. Cheatham will make committee assignments based on preferences. The committee list will be distributed at the next meeting and chairs will be identified at that meeting.

IV. Old Business

V. New Business

- a. **Student Organization Office Space Update** – Dr. Ed Spencer discussed the UUSA policies and procedures for allocating office space to student organizations. There is a great need for more office space for student organizations. The university is in the early stages of planning for one or more new student centers, which will increase the available space for student organizations. Under the current procedures, agreements for offices are signed for a two year period. At the end of this agreement, applications are sent to those currently having offices and they are asked to rejustify their need for the space. A review committee then looks at the applications, meets with the groups, and makes recommendations to UUSA management as to how space should be allocated. Last year at the end of this process, there was a meeting with representatives from all the organizations to hear the report, and he then asked for input from these organizations. Dr. Spencer received a substantial amount of input and concerns from the organizations. As a result of these concerns, he and Dr. Hikes decided to renew the current agreements for another year (2006-2007) and restudy the issues and applications this fall, when they will make space allocation decisions for 2007-2009. The one change they did make this year was to add office space in Squires for LASO. LASO is currently sharing space with CISO. Applications are out now for the next allocation process.

Dr. Spencer asked Dr. Guy Sims to discuss this year's application process. Dr. Sims said they have developed a new application that will streamline the process. They want to ensure the office space is being used sufficiently due to the high demand for the space. They will research and benchmark our peer institutions and study how they handle space issues and get input on how their allocations are working. They will have an office space assessment plan, as well as a new timeline. Application materials are due on October 10, and the report to Dr. Hikes, Dr. Spencer, and Dr. Sims is due on October 17. Contracts for 2007-2009 will be mailed out in December and January. If there are groups not using their office space very often, the review committee may reallocate this space to other groups. A brief question and answer period followed.

- b. **Undergraduate Representative to the BOV Selection Process** – Mr. Bagai gave a brief history of the selection process. The first student representative was selected in 1984, with only one student, and the selection process was handled by CSA. This process was used for 21 years for the undergraduate representative; the graduate representative process was taken over by the

Graduate Student Assembly. In the spring of 2005, CSA voted to change the process for undergraduate representative and a new nominating committee was developed. The new nominating committee was comprised of: the Director of Student Activities; the Undergraduate Representative to the BOV; President of SGA; undergraduate members of CSA; one student senator representing each college. This process was presented to the Board of Visitors, and they agreed to the new process, but asked to review it after one year to make sure it went smoothly.

The floor was opened for a discussion of how to proceed with this year's selection process, and the following suggestions were made: 1) the selection committee would be comprised of all undergraduate members of CSA because they represent a diverse group of students; 2) the college senators would serve as the selection committee; 3) the committee would be comprised of one undergraduate student representative from each college, two SGA representatives, one UUSA staff representative, and the current undergraduate representative would serve as chair; 4) the committee would be comprised of undergraduate members of CSA who volunteer to serve, and the commission could choose to add additional undergraduates if the number of committee members was too small.

Mr. Bagai indicated that this discussion needs to be completed and a vote taken at the October 19 meeting because the selection process will be presented to the Board of Visitors at their November 6 meeting. He requested that any additional suggestions be sent to himself (sbagai@vt.edu) and Mr. Scott Cheatham (scottche@vt.edu) by Thursday, October 12. They will forward all suggestions to the commission prior to the meeting on October 19 so the commission will have time to consider the options before voting.

VI. Open Forum

Mr. Bagai announced a new agenda topic for this year. There will be an open forum at future meetings, where commission members will be able to bring up current topics that are on-going at the university. He will allow three topics and the time limit for each will be 3-5 minutes.

VII. Announcements

Mr. James Tyger announced that Maroon Effect will be held during the Clemson football game on October 26. He also announced that he is looking into problems with Event Planning, and those who have experienced problems should e-mail him with their concerns.

Mr. Aaren Salido asked the commission to let him know if there are issues related to his organization, AASU, that he should elaborate on during upcoming meetings.

Ms. Margaret McQuain asked anyone having complaints or comments regarding campus classrooms to please let her know.

Ms. Elizabeth Ford announced that Anthony Rapp, known for his role in Rent, would be speaking for National Coming Out Day on October 10, 7:00 p.m., Colonial Hall, Squires.

Dr. Guy Sims said the open forum sponsored by the Task Force on Race & the Institution was an excellent source of information from the students and he encouraged the Campus Climate Committee to consider the comments by the students at this forum.

Dr. Ed Spencer congratulated Mr. Marc Saint Raymond for being one of two nominees from Virginia Tech for a Rhodes Scholarship.

Ms. LaChelle Waller announced that GSA would hold Game Night on October 13, 6:00-9:00 p.m., GLC Multipurpose Room.

Mr. Tim Filbert announced the National Issues Forum on the topic of immigration, to be held on October 12, 4:30 p.m., Commonwealth Ballroom, Squires. He also announced that Maria Hinojosa would be the keynote speaker for Hispanic-Latino Heritage Month and the speech would take place that evening, October 5, 7:00 pm, GLC Auditorium.

Mr. Bagai stressed the importance of attendance at each meeting so the groups can keep up-to-date on issues. He asked members to send substitutes when they are unavailable to attend meetings.

VIII. Adjournment

The meeting adjourned at 4:58 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

October 19, 2006
3:30-5:30 p.m.
Brush Mt. B
Squires Student Center

Minutes

Present: Sumeet Bagai, Steve Burrell, Virgilio Centeno, Scott Cheatham, Kevin Denny, Tim Filbert, Monika Gibson, Zenobia Hikes, Megan Horan, Frances Keene, Manisha Patel, Jory Ruscio, Greg Sagstetter, Marc Saint Raymond, Aaren Salido, Robert Sebek, Guy Sims, Ed Spencer, Ken Stanton, Devin Stone, Nicole Dade for Purnima Sudeswaran, James Tyger, LaChelle Waller, Brian Whitaker

Absent with Notice: Rob Dalton, Ron Daniel, Tanya LeRoith, Ennis McCrery, Karen Sanders

Absent without Notice: Jack Atkins, Michael Dunleavy, Elizabeth Ford, Adeel Khan, Gary Kinder, Navin Manjooan, Pris Martinez, Margaret McQuain, Shane Moore, Jerrine Morris

I. Call to Order

Mr. Sumeet Bagai, chair, called the meeting to order at 3:36 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. There was a motion to adopt the agenda as written. The motion was seconded and passed.

III. Chair Report

Mr. Bagai apologized that the agenda went out late due to technical problems.

IV. Old Business

- a. **Task Force Report – Race and the Institution** – Dr. Zenobia Hikes reported that she serves as a member of the Task Force on Race and the Institution. The Provost appointed this task force in response to a protest that took place in the spring. The protest occurred because of a couple of diversity issues on campus: 1) an African American faculty member was not going to receive tenure and 2) there is not enough diversity in our faculty rank at the university. There was a conversation forum the same day as the protest and the Provost decided to appoint this task force. The task force was charged with developing initiatives and plans to address the issue of race and the institution. The task force was appointed in

July and the meetings and activities started in the fall when everyone returned to campus. The task force is charged with looking at where we are at Virginia Tech in regards to race and making recommendations in the area of faculty/staff affairs as well as student relations. They will be inviting speakers, gathering information from documents that have been produced in the past, and deciding how to move forward in a more effective way. As part of this process, there will be many conversations with the university community. The first was the Community Conversation with Students on September 28 in Haymarket Theatre. The purpose of the meeting was to get issues from the students. There will likely be a conversation on faculty affairs at some point this year. The group is divided into six subcommittees: 1) faculty and staff; 2) undergraduate students; 3) graduate students; 4) administrative infrastructure; 5) academic programs; 6) community/ alumni engagement. Dr. Hikes sits on the undergraduate student subcommittee and they will look into how race issues impact undergraduate students. Dr. Hikes was asked if the task force meetings will be open, and she responded that they will be closed for now. Additional information about the task force is available on the Provost's website at: http://www.provost.vt.edu/race_taskforce.php.

- b. **BOV Committee Selection Process** -- Mr. Sumeet Bagai shared the list of Selection Process Proposals that were submitted by commission members either at the October 5 meeting or via e-mail since that date. The proposals were discussed and specific questions about the proposals were answered. Following a lengthy discussion of the merits of each proposal, the committee decided to vote on the following three proposals, and the one receiving the most votes would be adopted as the new selection process: 1) all undergraduates on CSA will serve as the selection committee; 2) 12 undergraduates from CSA will serve as the selection committee; 3) 12 undergraduates from CSA will review applications, and all undergraduates will interview the top six applicants. Proposal #1 passed, therefore, all undergraduates on the commission will serve on the selection committee.

There was a motion that the undergraduate representative will serve as the non-voting chair of the committee, except in case of a tie; if someone on the CSA spring roster can't attend or chooses not to participate, they may defer the committee membership back to the person who served during fall semester. The motion was seconded and passed.

There was a motion that the Vice President for Student Affairs will appoint a non-voting non-student member to serve as advisor to the committee. The motion was seconded and passed.

There was a motion that meetings will be held on alternating Thursdays from CSA meetings at 3:30 p.m. with the committee chair choosing the

dates; members will be allowed no more than one absence. The motion was seconded and passed.

There was a motion that the committee chair and the advisor will review the application and timeline each year, bring any recommended changes to the commission at the first meeting in October, and the commission will vote on any recommended changes by the end of October. The motion was seconded and passed. This application and timeline review will take place at the November 2 meeting this year. If feasible, the first reading will be waived and a final vote taken at that time to allow earlier distribution of applications this year.

- c. **BOV Position Awareness/Publicity** -- Mr. Bagai asked that any suggestions for publicity for the BOV position be e-mailed to Mr. Greg Sagstetter at gjs618@vt.edu prior to the November 2 meeting. It was also requested that the current application be e-mailed to the commission for review before the November 2 meeting.

V. New Business

- VI. Committee Meetings** – Mr. Bagai asked Mr. Cheatham to read the list of people assigned to each of the four committees. Mr. Bagai then asked all committees to meet briefly after the commission meeting adjourned and to appoint their chair at that meeting.

VII. Open Forum

VIII. Announcements

Mr. James Tyger announced that absentee ballots for the November 7 election are due on October 20 in 321 Squires.

Ms. Megan Horan invited everyone to the Panhellenic Council's Block Party at 7:00 p.m., October 20, on the Drillfield. The NPHC Step Show will follow at 9:00 in Burruss Auditorium. Both events are part of homecoming week.

Mr. Steve Burrell announced other homecoming events: Jason Mraz concert at 7:30 p.m. on October 19 in Burruss Auditorium; the online homecoming voting would be open until 8:00 p.m. on October 19; the Corps of Cadets Pass and Review at 4:00 p.m. on October 20 on the Drillfield; the pep rally at 6:00 p.m. on October 20 on Dietrick Lawn; homecoming parade at 11:00 a.m. on Main Street on October 21. Applications for parade floats will be accepted through October 19 at noon in Squires. The Homecoming King and Queen will be announced at half-time of the football game on October 21.

Ms. Nicki Cantrell announced that student leaders will be inducted into the Order of the Gavel at their Induction Ceremony at 5:00 p.m. on October 20 in

War Memorial Chapel. Student leaders will be inducted. A reception will follow. She invited members of the commission who aren't being inducted to attend as well.

Dr. Ed Spencer encouraged the commission to stay focused on the mission and charge of the commission as we proceed into the semester and try to accomplish more business in the coming months.

There were a couple of questions about scheduling speakers for commission meetings. Mr. Bagai indicated that anyone wanting to invite speakers should contact him and Mr. Cheatham, and they will make sure it's on the agenda. Committees who wish to have their topics on the agenda should also contact the chair and vice chair. Mr. Tim Filbert asked how the committees should decide which issues on their list are the most important. Mr. Bagai indicated that a survey could be sent to the commission to determine the highest priorities for the year.

IX. Adjournment

Mr. Bagai adjourned the meeting at 5:04 p.m. and asked the committees to stay for brief committee meetings.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

November 2, 2006

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Sumeet Bagai, Steve Burrell, Virgilio Centeno, Scott Cheatham, Ron Daniel, Kevin Denny, Michael Dunleavy, Tim Filbert, Monika Gibson, Zenobia Hikes, Megan Horan, Rohsaan Settle for Frances Keene, Navin Manjooran, Ennis McCrery, Margaret McQuain, Jerrine Morris, Manisha Patel, Jory Ruscio, Greg Sagstetter, Marc Saint Raymond, Aaren Salido, Karen Sanders, Robert Sebek, Guy Sims, Ed Spencer, Ryan Smith for Devin Stone, Jessica Williams for Purnima Sudeswaran, James Tyger, LaChelle Waller

Absent: Jack Atkins, Rob Dalton, Elizabeth Ford, Adeel Khan, Gary Kinder, Tanya LeRoith, Pris Martinez, Shane Moore, Ken Stanton, Brian Whitaker

Guests: Ginny Shema, Mike Ellerbrock

I. Call to Order

Mr. Sumeet Bagai, chair, called the meeting to order at 3:35 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. There were two changes to the agenda Mr. Bagai sent to the commission via e-mail: the CISO constitution amendment item was removed and a resolution regarding Event Planning was added. There was a motion to adopt the agenda as amended. The motion was seconded and passed.

III. Chair Report

- a. **Additional Meeting** -- Mr. Bagai pointed out that the December meeting is currently scheduled for December 7, which is Reading Day. He asked the commission to consider moving the meeting to November 30. Following a brief discussion, the commission voted to move the meeting to November 30.

IV. Guest Speakers

- a. **Quality Enhancement Program** - Dr. Mike Ellerbrock gave a presentation on the Quality Enhancement Plan (QEP), a major new requirement for the university's re-accreditation by the Southern

Association of Colleges & Schools (SACS). The QEP must be focused on student learning. The university will submit a 75-100 page plan that will:

- develop a focused course of action
- be based on empirical data
- enhance student learning; using a forward-looking approach
- be aimed at undergraduate and/or graduate education
- transform campus culture
- be measurable and accountable

When SACS comes for the campus visit, we must reflect:

- campus-wide dialogue
- external input
- university priorities
- significant commitment of resources
- long term process
- innovative ideas/strategies
- epistemological expertise and design
- assessment dimension

The QEP committee is functioning now and will be working for a couple of years. The committee includes four members of CSA: Ron Daniel, Ennis McCrery, Greg Sagstetter, and Ed Spencer. Dr. Ellerbrock shared examples of what our peer institutions have done during their re-accreditation process and provided a general timeline for the QEP process. In late November the committee will have an extended meeting to choose five or six themes for their focus. Once these themes have been determined, they will hold town hall meetings to get input from the university. They are also working on a website and an on-line survey that will provide an opportunity for the campus community to give feedback on these themes or to suggest other themes. Dr. Ellerbrock encouraged CSA members to provide input to the committee and to spread the word to other students as well. Dr. Hikes suggested adding this topic to a future CSA agenda so members can bring back recommendations from their groups. Mr. Bagai thanked Dr. Ellerbrock for attending and indicated that CSA would be back in touch with suggestions for the committee.

- b. **Request for Feedback: Event Planning** – Ms. Ginny Shema, the new Assistant Director of Event Planning, attended the meeting to hear suggestions on how the Event Planning Office can better serve the students. Ms. Shema thanked the commission for inviting her and opened the floor for discussion. The following suggestions or comments were made: an electronic reservation process for room space would be more efficient for student organizations than the current system of standing in line to make reservations; reserve the GLC Auditorium for events on Fridays, rather than using it as classroom space;; the list of people allowed to reserve space for student organizations should be

reviewed because there has been some confusion about who is allowed to make the reservations; rooms should be set up according to reservation requests; the no-show policy should be reviewed because the no-shows add up quickly for large groups who have made many reservations.

Ms. Shema indicated that they are aware of the problems associated with the current reservation process and have requested an upgrade to their software that will allow on-line room reservations. She asked for input on how to handle the process until this upgrade could take place, because the software can't be purchased immediately. The commission discussed the pros and cons of a lottery system, but no decision was made. The group was reminded that classrooms are also available for meetings when they aren't in use for classes, and the Registrar's Office handles these reservations. Ms. Shema was asked to check on the possibility of a more cooperative effort between Event Planning and the Registrar for room reservations. Ms. Shema thanked the group for their input and invited them to stop by her office in 221 Squires with problems or suggestions.

V. Old Business

- a. **BOV Selection Process Timeline & Application** – Mr. Greg Sagstetter and Mr. Steve Schneider distributed copies of the undergraduate application, showing some proposed changes. These changes were discussed and other suggestions were made as well. The main changes are:
 - moving the non-discrimination wording from Eligibility to Instructions;
 - under Eligibility, specify that the candidate will be a full-time “undergraduate” student in residence during the year of Board service;
 - under Eligibility, adding a statement that the student must be in good standing with the university, and those who may have questionable standing may submit a letter of explanation for consideration;
 - under Eligibility, adding that candidates will be evaluated on leadership involvement, academic record, ability to work with administrators and faculty, and ability to represent a broad range of student interests;
 - under Application Deadline, make sure all dates are correct;
 - on the Application Form, before the signature block, the wording will be: “By my signature below, I certify that the information I have provided on this application is accurate and I understand that the Office of the Vice President for Student Affairs will review my university record, including judicial records, honor court status, and academic standing, to verify my eligibility for this position....”
 - under Instructions, “one page resume” will be changed to “a resume or curriculum vitae,” removing the one page restriction;

- under Instructions, changing the personal statement portion from “500 word, one page, typed statement of your qualifications, reasons for interest in, and ideas for the future of the student representative position” to “500 word personal statement regarding your interest in the position and other information you deem pertinent to your candidacy.”

These changes were discussed and voted on individually. There was then a motion to adopt the application as amended. The motion was seconded and passed.

Mr. Sagstetter then moved into a discussion of the timeline for the selection process. The original timeline called for the selection committee to meet on alternating Thursdays from CSA meetings starting on January 25, with a total of four meetings. The timeline needs to change somewhat because time only allows three meetings before the Board of Visitors materials are due in the President’s Office. The commission discussed the possibility of conducting the selection in three meetings and decided it is possible. There was a motion to approve the three meeting timeline. The motion was seconded and approved.

Mr. Sagstetter reminded student organizations to choose who will sit on CSA for spring semester so those members will be ready to start the selection process at the beginning of spring semester. He also reminded student organizations to advertise the undergraduate representative position widely in their organizations.

VI. New Business

- a. **Event Planning Support** – Mr. Scott Cheatham presented for first reading “Resolution Supporting Event Services Software Upgrades.” This software upgrade would allow Event Services to move to an on-line reservation system for student organizations. Event Services has submitted a proposal to the Innovative Solutions committee in order to gain funding for the \$22,000 upgrade package. Approval of this resolution would show the commission’s support of the software upgrade when Ms. Shema meets with the committee in late November. Second reading will take place on November 16.
- b. **Student Budget Board Update** – Dr. Guy Sims gave an update on the Student Budget Board (SBB) procedures. They are currently working on several improvements to the procedures. Plans are underway to move the Small Grants Program to an electronic request and response process. The General Budget Board Funding Guidelines are being restructured into categories with logical format for the users. They are looking into financial workshops for advisors so they can be prepared to help student groups submit their applications correctly. Students on the SBB will be

given a formal training program so they can better understand their role on the Board. The Student Activities Office has requested an additional \$70,000 for the SBB budget and will request additional funds next year as well. They are also developing funding strategies for RSO groups. RSO first time budget requests will be limited to \$2,000, but this will help these groups get started in the funding process and learn how the system works. Mr. Sagstetter asked how the issue of reduced funding for underrepresented groups is being addressed. Dr. Sims responded that they will train the members of the budget board to help them understand their role and how their decisions affect the students on campus. Dr. Hikes said they have a subcommittee looking into the entire funding process, including the issue of reduced funding for underrepresented groups. The subcommittee is making progress but it's taking longer than they anticipated. Mr. Bagai indicated this will be discussed again at a future CSA meeting.

VII. Committee Meetings

Mr. Bagai thanked Mr. Tim Filbert for sending out the web survey on committee interest. The survey will remain active for another week before results are reviewed and shared with the commission. Committees will begin working on the main issues at the next commission meeting.

VIII. Open Forum

IX. Announcements

Dr. Sims had two announcements: the Campus Climate Checkup on November 15 at 5:45 p.m. in Commonwealth Ballroom, Squires; the Community Forum for Students, sponsored by the Alcohol Abuse Prevention Task Force, on November 6 at 8:00 p.m. in Colonial Hall, Squires. This is a student-only function.

Dr. Hikes announced that Multicultural Programs and Services would have an open house on November 3 from 3:00-6:00 p.m. in their offices in 140 Squires.

Mr. Aaren Salido announced the AASU Culture Show on November 11 at 7:30 p.m. in Graduate Life Center Auditorium.

Mr. Navin Manjooran announced International Education Week would be held from November 13-17, with many international events taking place at the Graduate Life Center.

Mr. Kevin Denny announced that the movie *Idlewild* would be shown on November 14 at 7:00 p.m. in Haymarket Theatre, Squires.

Ms. Megan Horan announced that the Dating Doctor, David Coleman, would be here on November 7 at 8:00 p.m. in Burruss Auditorium. She also announced that Vanilla Ice would be performing on November 8 at 7:00 p.m. in Burruss Auditorium.

X. Adjournment

The meeting adjourned at 5:43 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

November 16, 2006

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Steve Burrell, Scott Cheatham, Ron Daniel, Kevin Denny, Tim Filbert, Monika Gibson, Megan Horan, Frances Keene, Gary Kinder, Navin Manjooan, Ennis McCrery, Margaret McQuain, Shane Moore, Jerrine Morris, Thomas Hogdahl for Manisha Patel, Jory Ruscio, Greg Sagstetter, Marc Saint Raymond, Aaren Salido, Jessica Grimes for Karen Sanders, Robert Sebek, Guy Sims, Ed Spencer, Devin Stone, Jessica Williams for Purnima Sudeswaran, James Tyger, LaChelle Waller, Brian Whitaker

Absent: Jack Atkins, Sumeet Bagai, Virgilio Centeno, Rob Dalton, Michael Dunleavy, Elizabeth Ford, Zenobia Hikes, Adeel Khan, Tanya LeRoith, Pris Martinez, Ken Stanton

Guests: Jerry Cain, Nicki Cantrell, Monica Hunter, Gail Kirby, Bruce Phillips

I. Call to Order

Mr. Scott Cheatham, Vice Chair, called the meeting to order at 3:32 p.m. He announced that he would chair the meeting because Mr. Bagai was out of town.

II. Adoption of Agenda

Mr. Cheatham called for adoption of the agenda. He announced a change to the agenda – Resolution Supporting Event Services (2nd reading) will be tabled until November 30. There was a motion to adopt the agenda as amended. The motion was seconded and passed.

III. Chair Report

Mr. Cheatham announced that the next meeting would be held on November 30 rather than December 7, as originally planned.

IV. Old Business

- a. **Resolution Supporting Event Services (2nd reading)** – Tabled until November 30.
- b. **Student Budget Board Discussion** – Dr. Guy Sims continued his discussion of the SBB from the previous meeting. He reminded the commission that they are restructuring the process in order to streamline

the procedures and ensure equity for all student groups who apply for funding. All SBB members will receive training that will stress their role and responsibility in the process. In previous years there has been a problem with groups not attending the training sessions, but Mr. Steve Burrell indicated that all UCSO groups who will apply for funding in the spring semester have attended a training session. Their office will be open on Monday, Tuesday, and Wednesday the first two weeks of classes for groups to take advantage of an optional budget help and review. Budgets will be due on Friday, January 26. He and Dr. Sims encouraged groups to take advantage of this assistance because SBB members will be on hand to review budgets and make sure they are prepared correctly.

V. New Business

- a. **Student Legal Services** – Mr. Cheatham distributed copies of a memo from Mr. Bruce Phillips, SLS Attorney, which summarizes results of the SLS Satisfaction Survey and SLS Needs Assessment Survey. He then turned the floor over to Ms. Nicki Cantrell from the SLS Board. Ms. Cantrell introduced the other members of the board who were present: Mr. Jerry Cain, Ms. Gail Kirby, and Mr. Bruce Phillips. Mr. Steve Janosik and two students (one from GSA and one SGA) also sit on the board but weren't available to attend. Ms. Cantrell reminded the commission that CSA voted last spring to provide additional funding for SLS for 2006-2007 when the SBB only partially funded the service for this year. The commission also voted that the SLS Board would examine the importance of the service to the students and determine how much it is used as well. In addition, the board was asked to find additional funding for the service. The board has met every two weeks since the beginning of fall semester and sent out the two surveys mentioned above. The surveys show the majority of students who responded are aware of the services provided by SLS and support its continued existence with funding from student activity fees. In addition, students who have used SLS are pleased with the service and feel it's worth the cost. SLS has been funded from the SGA budget and been an SGA program from the inception of the service. The board believes SLS is a valuable service to all students, graduate and undergraduate. In addition, they believe funding should be from the top of the student activity fee allocation. They have discussed this with GSA and SGA. Both groups of students find SLS is a valuable service to all students and fully support a proposal to fund SLS from the top of the student activity fee allocation, making it a program of the Commission on Student Affairs. Following a question and answer period, there was a motion that CSA support the SLS Board's recommendation: that funding for Student Legal Services come from the top of the student activity fee allocation amount; that funding be removed from the SGA budget; that SLS will become a program of the Commission on Student Affairs; and that any funding requests for budget changes

would be presented to CSA for approval. The motion was seconded and passed.

- b. **AASU Constitutional Amendments** – Mr. Aaren Salido presented the AASU Constitutional Amendments for first reading and provided a summary of the changes. Their constitution was last updated in 1999 so several changes were made. The main changes are: their mission changed from “to serve the Asian community” to “to serve the Asian/Pacific Islander American (APIA) community; “the number of member organizations increased from five to ten; the co-treasurer positions were removed because the student activities accounts manager handles their funds; five new officer positions were added. The second reading and vote will take place at the November 30 meeting.

VI. Committee Meetings

- a. **Survey Report** – Mr. Tim Filbert shared the results an on-line survey he sent to the commission in order to determine the most crucial issues to be covered this year. The priority of the issues is as follows:
- First Year Experience
 - Budget Board
 - Cultural Competencies/Environment
 - Diversity Course
 - Alcohol Abuse Issues
 - Green Fee
 - Violence and Intolerance Issues and Awareness
 - Athletic Ticketing
 - Summer Access to Facilities
 - Student Activity Fee
 - Squires Student Organization Office Space Review
 - International Student Concerns
 - Recreational Facilities
 - Police Departments

Following a discussion of the various topics that fall under these issues, Mr. Cheatham asked the commission to break up into committee meetings for 15 minutes. He asked the committee chairs to give him feedback so the issues can be discussed at the next meeting.

VII. Open Forum

VIII. Announcements

Dr. Guy Sims introduced Ms. Monica Hunter, the new Associate Director of Campus Programs in UUSA. She will be joining CSA as the new chair of Student Budget Board.

Mr. Greg Sagstetter requested that the student members meet with him briefly after the meeting.

Ms. Megan Horan announced that Panhellenic Council held their elections recently and she will bring the new President to the next meeting.

Mr. Steve Burrell reminded student organizations that the final annual funding workshop would be held that evening at 6:30 and 7:45 p.m. Any groups who haven't completed the training should attend.

Ms. Jessica Williams announced that *Jekyll and Hyde: The Concert* will be performed on November 30 at 7:30 p.m. in Burruss Auditorium.

Mr. James Tyger announced that SGA has applications available for student lobbying. He encouraged students to apply because this gives them an opportunity to meet the General Assembly. Applications are also available for the Big Event subcommittees on student involvement and community outreach. He also announced that Relay for Life teams will be forming soon and fundraising has already begun.

Ms. LaChelle Waller announced the Task Force on Race and the Institution graduate student subcommittee will hold a town hall meeting for graduate students on November 29 at 6:30 p.m. in the GLC Multipurpose Rm.

Mr. Kevin Denny announced that BSA will host a Kwanza celebration on December 4 at 6:30 p.m. in Haymarket Theatre, Squires.

Mr. Navin Manjooran announced that International Education Week is being held this week. CISO and the Graduate School have several events taking place.

Mr. Cheatham reminded the commission that the next meeting is November 30.

IX. Adjournment

The meeting adjourned at 4:56 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

November 30, 2006

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Sumeet Bagai, Steve Burrell, Virgilio Centeno, Scott Cheatham, Kristin Clarke, Ron Daniel, Kevin Denny, Tim Filbert, Monika Gibson, Zenobia Hikes, Megan Horan, Monica Hunter, Frances Keene, Tanya LeRoith, Navin Manjooran, Ennis McCrery, Shane Moore, Manisha Patel, Jory Ruscio, Greg Sagstetter, Marc Saint Raymond, Aaren Salido, Robert Sebek, Guy Sims, Ed Spencer, Devin Stone, Jon Hardage for Purnima Sudeswaran, James Tyger

Absent: Jack Atkins, Rob Dalton, Michael Dunleavy, Elizabeth Ford, Adeel Khan, Gary Kinder, Pris Martinez, Margaret McQuain, Jerrine Morris, Karen Sanders, Ken Stanton, LaChelle Waller, Brian Whitaker

Guests: Jennifer Crook, Brian Marroquin

I. Call to Order

Mr. Sumeet Bagai, Chair, called the meeting to order at 3:35 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. There was a motion to adopt the agenda as written. The motion was seconded and passed.

III. Chair Report

Mr. Bagai welcomed everyone back from the Thanksgiving break and thanked them for attending the last meeting of the semester.

IV. Old Business

- a. **AASU Constitution** – Mr. Aaren Salido presented the AASU Constitution Changes for second reading and briefly outlined the changes that were presented at the November 16 meeting. Following a brief question and answer period, there was a motion to accept the constitutional amendments. The motion was seconded and passed.

V. New Business

- a. **Student Budget Board** – Ms. Monica Hunter and Mr. Steve Burrell distributed copies of the updated “General Budget Board Funding Guidelines” for review and approval. The following text has been added to the guidelines:

(First paragraph, page 1) ...When making its decision to allocate funding, the Board will consider the following factors:

- *The benefit that both Virginia Tech students and the entire Virginia Tech community will receive from the program or travel*
- *The number of Virginia Tech students that can participate in the program*
- *The diversity of the proposals we receive*
- *How reasonable the program expenses are and how well they are justified*
- *Other sources of funding available to the organization*
- *The demonstrated success of the organization’s previous programming attempts.*

(Page 3)

C. Co-sponsorship and Revenue Regulations

The student organization allocation fund is not growing in proportion to the amount of monies requested by organizations. In order to support student organization programming needs and to have campus wide programming that enriches students’ lives at Virginia Tech, the two guidelines below will be implemented beginning with the 2007-08 annual funding cycle.

1. *Co-sponsorship is an important way for organizations to work together to present contracted entertainment for students. Generally, programs involving contracted artists, entertainers, or speakers over \$5,000 with no revenue generated through ticket sales must be co-sponsored with a student organization or university department.*
2. *Contracts over \$2,500 with no co-sponsorship must produce revenue by ticket sales of a minimum of \$5.00 per ticket.*
3. *The Black Student Alliance and the Virginia Tech Union are exempt from these two provisions as they are the designated major programming groups on campus and that is their mission and purpose.*

D. Processing Expenditures

1. *All allocations and payments are managed through the Student Organizations Accounting Office, Squires 325.*

Changes in Section C will help offset the high cost of contract fees that are being requested. Last year, organizations requested nearly \$950,000 in the contract fee category alone. Another change is the addition of an e-mail address that will be used exclusively for small budget requests so that process can become completely electronic. That e-mail address is in process and will be provided once it is established. They are also working on a listserv for the Budget Board.

The floor was opened for a question and answer period. They were asked what will be done this year to make sure the historically marginalized groups aren't under-funded again this year. Mr. Burrell responded that the Budget Board will have a training session prior to the start of annual funding hearings in the spring, and they will use specific examples from last year as teaching opportunities. In addition, the board will review the budgets with Dr. Sims and Ms. Nicki Cantrell before final budgets are submitted to CSA for approval. Dr. Hikes stressed the purpose of the second review is to make sure the board has looked at the total picture to see what areas have been funded and which ones have not. Several commission members expressed concern that individuals outside the Budget Board would be reviewing the budget and offering advice because this information isn't included in the guidelines. Since the SBB is a subcommittee of CSA, this type of process change would need to be approved by the commission. However, the extra review would not take place until mid to late February, so this can be discussed again at the beginning of spring semester and a decision made at that time. A couple of members also expressed concern over the restriction that the board would not fund for printing in color ink or glossy flyers. Mr. Burrell clarified that flyers are 8.5x11" or smaller and posters are 11x17" or larger, and this information will be clarified in the guidelines.

There was a motion to suspend the two-reading process portion of parliamentary procedure so the document could be approved immediately due to the timeliness of the guidelines. The motion was seconded and passed. There was a motion to approve the General Budget Board Funding Guidelines, with the clarification on post and flyer sizes. The motion was seconded and passed.

Mr. Bagai asked that in the future, if legislation needs to be approved at the first reading, the documents should be e-mailed to the commission for reading prior to the meeting.

- b. **Undergraduate Representative to the BOV Application Publicity** – Mr. Greg Sagstetter outlined the publicity that is being done for the position. The application has been sent to CSA via e-mail and student organizations were encouraged to forward the information to their groups; an announcement of the position will be shown on the Virginia Tech website with a link to the website for the Division of Student Affairs (www.dsa.vt.edu/bov), where the application will be available for download; and an announcement will go out on the listserv for VTNEWS. The floor was opened for discussion. It was suggested that chairs of other commissions be sent information about the positions so they could share it with their groups. Many on the commission felt information sessions for prospective candidates are helpful and Ms. Ennis McCrery volunteered to hold consolidated sessions for students interested in the graduate and undergraduate positions. In addition, Mr. Sagstetter

indicated he would be available to answer questions about the undergraduate position, and he may be contacted via e-mail. There was a suggestion that advertisements run in the *Collegiate Times*. Ms. McCrery indicated she would talk with the *CT* about writing an article about the positions so students will have a better understanding of how the positions fit into the governance structure of the university.

- VI. Committee Meetings** – Mr. Bagai asked the group to break up into committee meetings for 15 minutes.
- VII. Open Forum** – During the Open Forum, Mr. Greg Sagstetter announced that during their committee meeting, the Campus Climate Committee drafted a letter to Dr. Wayne Scales, Chair of the Task force on Race and the Institution, requesting a follow-up from the task force by the end of fall semester, as charged by the Provost when the task force was formed. The letter would be signed by the Commission on Student Affairs. He then made a motion for the commission to approve the letter. The floor was opened for discussion. Dr. Hikes and Mr. Kevin Denny both serve on the task force and stated that they are working very hard on the subject, but given the number of topics each task force committee is working on, they are not ready to report. There was a suggestion that the wording of the letter be changed to indicate we understand the report will not be ready by the original deadline, but we would like to know how to keep the process moving forward. There was a motion to suspend parliamentary procedure that requires two readings so the letter could be voted on immediately. The motion was seconded but did not pass. Since the vote could not take place immediately, Mr. Scott Cheatham, Vice Chair, asked Mr. Sagstetter to send a copy of the letter to all CSA members to give those who were absent an opportunity read it prior to the January 18 meeting. The letter can be brought back for second reading at that meeting.
- VIII. Announcements**

Mr. Navin Manjooran distributed copies of the *JUMR* publication and explained that it is a collection of undergraduate research papers, edited and peer reviewed by graduate students. This is an international journal being published here at Virginia Tech.

Ms. Frances Keene announced that she is seeking volunteers for students to sit on the review committee for changes to the *University Policies for Student Life*. She will send more information to the commission via e-mail.

Ms. Megan Horan from Panhellenic Council announced that she would be sending e-mail to the commission about a survey being conducted for an awards packet they are submitting to the Mid-American Greek Council Association. She asked for student groups to participate in the survey.

Mr. Brian Marroquin shared information about Teach for America, a non-profit organization that helps students in lower income areas increase their SAT scores. The program is seeking college graduates to teach in lower income schools for two years in order to help students reach their goals of attending college. Mr. Marroquin encouraged students to consider teaching in this program after they graduate and to share the information with their organizations. Additional information is available on the Teach for America website at www.teachforamerica.com.

Mr. Aaren Salido announced that on February 3-4, 2007, AASU is hosting a leadership conference that is jointly sponsored by the Organization of Chinese Americans and State Farm Insurance. The conference will include a reception and dinner on February 3 and organizers would like to invite any interested administrators, faculty, or staff to attend this dinner. Those interested in attending should contact Mr. Salido for more information.

Mr. Tim Filbert announced that the application process for Man and Woman of the Year is now open. Applications are available online at www.vtleadership.com, and are due by noon, Monday, January 29th, 2007. He asked that the commission encourage qualified students to apply.

IX. Adjournment

The meeting adjourned at 5:28 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

February 1, 2007

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Ashley Anderson, Sumeet Bagai, Scott Cheatham, Kristin Clarke, Ron Daniel, Michael Dunleavy, Rick Ferraro, Tim Filbert, Monika Gibson, Monica Hunter, Frances Keene, Gary Kinder, Tanya LeRoith, Ennis McCrery, Margaret McQuain, Jacqueline Nicholson, Amanda Olejarski, Ann O'Neal, Manisha Patel, Marshaun Glover for Jory Ruscio, Greg Sagstetter, Karen Sanders, Sarah Saxton, Robert Sebek, Guy Sims, Ed Spencer, Devin Stone, Mike Stoupa, James Tyger, LaChelle Waller, John Gray Williams

Absent: Saurabh Attarde, Virgilio Centeno, Rob Dalton, Zenobia Hikes, Adeel Khan, Pris Martinez, Shane Moore, Aaren Salido, Brian Whitaker

I. Call to Order

Mr. Sumeet Bagai, Chair, called the meeting to order at 3:34 p.m. and opened the meeting with an icebreaker exercise.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. There was a motion to adopt the agenda as written. The motion was seconded and passed.

III. Chair Report

Mr. Scott Cheatham, Vice Chair, announced that the commission now has a listserv (CSAREPRESENTATIVES@listserv.vt.edu) and all CSA members should be able to send e-mails to the listserv. Mr. Bagai announced that the commission has six remaining meetings this semester and asked everyone to attend or send a representative.

IV. Old Business

- a. **Student Budget Board - Discussion of Changes** - Mr. Bagai indicated that he had asked Ms. Monica Hunter to provide a brief overview of the Student Budget Board (SBB) discussions from fall semester. Ms. Hunter outlined some of the changes and improvements they have made this year, including the following training opportunities: 1) 18 mandatory workshops for organizations applying for annual funding, 2) advisors workshops that trained the advisors on how student organizations

should complete their applications; 3) drop-in budget workshops. Ms. Hunter announced that 68 organizations submitted applications for funding. The total amount requested was over 1.3 million, and they have \$870,000 available to allocate. They are still working on moving the small grants process to a completely electronic format, but the process remains the same as last year for the time being. Ms. Hunter also reminded the commission of a change to the funding guidelines that CSA approved last semester: when a performance contract fee is \$5,000 or more, the event must either be co-sponsored by another organization and/or a university department. In addition, if the contract fee is \$2,500 or more and doesn't have a co-sponsor, they will require a \$5 ticket fee for the event.

Ms. Nicki Cantrell, Director of Student Activities, was present and indicated that Ms. Hunter has been meeting with the SBB to make sure they are aware of the student organizations' priorities. She also informed the commission they are in process of filling the faculty and staff spaces on the SBB. As discussed with CSA in the fall, in an effort to make the funding process more equitable, a review group will study the budgets to ensure they are fair to all groups. This review will take place before the budgets are presented to CSA for approval. She indicated the review group will only study across-the-board funding issues; they will not have any say in the actual budget amounts that are allocated. The floor was opened for discussion. Ms. Cantrell was asked if students could attend the review meeting, but after discussing the matter, the commission decided it would be best to let the review committee complete its review, then report its findings back to CSA. Ms. Cantrell and Ms. Hunter were asked to explain how they arrived at the decision for co-sponsorship of events. They responded that the purpose of this policy is to foster collaboration with organizations, and it will keep the cost of events from falling to one organization.

Mr. Bagai closed the discussion period and asked that in the future when changes to the SBB guidelines are made to include students in the discussion process to make sure their viewpoints are taken into consideration. Mr. Bagai announced that the SBB needs two teaching faculty to sit on the board and asked the commission to see him after the meeting with the names of faculty who might be willing to serve. Names may also be e-mailed to him by February 2 at sbagai@vt.edu.

V. New Business

- a. **Student Legal Services Funding Approval**—Ms. Cantrell said that last semester CSA approved a funding change for the Student Legal Services but asked to see and approve the budget. She distributed copies of the Student Legal Services 2007-08 Budget Proposal for first reading. The total budget is \$71,758, and there is no increase in funding from 2006-07.

Following a brief question and answer period, Mr. Bagai announced that second reading will take place at the February 15 meeting.

- b. **Undergraduate Honor System**— Mr. Greg Sagstetter explained the process and workings of the Undergraduate Honor System. He said that during fall semester the Undergraduate Honor System was nearly in failure and had a backlog of cases that were 12-24 months old. This backlog includes withheld degrees because some cases weren't settled before the students graduated. The Undergraduate Honor System has felt a lack of support from the Provost Office. Mr. Sagstetter distributed and discussed a handout showing a chain of events that happened recently, after he resigned as chief justice of the Undergraduate Honor System. He and several associate justices feel the Review Board for the Undergraduate Honor System did not follow the Honor Court Constitution when appointing his replacement for the chief justice position. Three associate justices have resigned from their positions due to this divide, and two other associate justices have also considered resigning unless the disagreement can be resolved. Several associate justices were present for the meeting and expressed their concerns over the current situation.

Mr. Sagstetter distributed a copy of a resolution, "Provisional Withdrawal of Support from the Undergraduate Honor System" for first reading. The resolution reads "be it resolved that the Commission on Student Affairs temporarily withdraws support from the Undergraduate Honor System, including all decisions made by the Review Board from January 26, 2007, until further action is taken by this Commission. Furthermore, the Commission on Student Affairs asks the Office of the Provost to convene a committee, comprised of at least 50% students and representatives of the university community, to study the current situation at Virginia Tech regarding issues of academic integrity (including but not limited to the Undergraduate Honor System), review strategies for improvement based on an analysis of best practices, and propose specific action items that will ensure a community based on mutual trust, respect for shared governance, and intellectual honesty."

The floor was opened for a question and answer period. Mr. Sagstetter was asked what happens to pending cases if this resolution passes, especially the cases that are already in limbo. He responded that the resolution could keep some cases in limbo, but they hope the situation will be resolved by fall and all cases can resume at that point. There was a question about whether CSA has the authority to stop operations of the Honor System. Mr. Bagai responded that CSA can support the resolution, but any decisions about the Honor System would fall under the Commission on Undergraduate Studies and Policies. CSA does not have the authority to stop the system from operating.

Dr. Ron Daniel commented on improvements the Provost Office has made in their support of the Honor System, a number of which are recent. In previous years funding from the Student Budget Board supported the Honor System, but the system will now need to be funded by the Provost's Office. They have added a full-time employee to handle the Honor System, provided parking passes for the justices, and added financial compensation for the chief justice and associate justices. They have also sent several of the members to national conferences. Dr. Daniel said that the Provost had requested the periodic unit review of the Honor System be delayed from this year until next year so the immediate problems can be addressed; however they would be agreeable to starting a review of the system sooner. Dr. Daniel stressed that the Commission on Undergraduate Studies and Policies has jurisdiction over the Honor System and any changes will have to go through that commission. He also suggested the legalities of the situation be discussed with Kay Heidbreder, General Council of the University.

Dr. Ed Spencer made a motion that the legislation be amended to read: "Be it resolved that the Commission on Student Affairs: 1) expresses its serious concern to the Provost and to the General Counsel over the current status of the Undergraduate Honor System and the possibility of its inability to function; and 2) requests of the Provost that a committee of students, faculty, and staff be formed immediately from those members of the Commission of Students Affairs and the Commission on Undergraduate Studies and Policies who are not involved in the Undergraduate Honor System to review and make recommendations regarding the present and future of the Undergraduate Honor System." The motion was seconded and approved.

Dr. Spencer then made a motion to suspend the rules on two readings so resolutions on the topic of Undergraduate Honor System could be considered and voted on immediately. The motion was seconded and approved.

Mr. Sagstetter made a motion to approve his resolution as written, with no amendments. The motion was seconded but did not pass.

There was a motion to approve the resolution with Dr. Spencer's amendments. The motion seconded and passed.

VI. Committee Meetings

- a. **Committee Progress/Semester Plan** – In the interest of time, this agenda item was suspended. The chair and vice chair will e-mail information about committee progress to the commission.

VII. Open Forum

VIII. Announcements

Announcements were also suspended in the interest of time.

IX. Adjournment

The meeting adjourned at 5.50 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

February 15, 2007

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Ashley Anderson, Sumeet Bagai, Scott Cheatham, Kristin Clarke, Ron Daniel, Michael Dunleavy, Tim Filbert, Monika Gibson, Zenobia Hikes, Monica Hunter, Frances Keene, Adeel Khan, Tanya LeRoith, Justin Reyes for Pris Martinez, Ennis McCreery, Margaret McQuain, Amanda Olejarski, Ann O'Neal, Manisha Patel, Marshaun Glover for Jory Ruscio, Greg Sagstetter, Karen Sanders, Sarah Saxton, Robert Sebek, Guy Sims, Ryan Smith, Ed Spencer, Mike Stoupa, James Tyger, LaChelle Waller, Brian Whitaker

Absent: Saurabh Attarde, Virgilio Centeno, Rob Dalton, Rick Ferraro, Gary Kinder, Shane Moore, Jacqueline Nicholson, Aaren Salido, John Gray Williams

Guest Speakers: Amanda Beringer, Neal Kegley

I. Call to Order

Mr. Sumeet Bagai, Chair, called the meeting to order at 3:35 p.m.

II. Adoption of Agenda

Mr. Bagai pointed out that item a) under Old Business, Undergraduate Honor System Legislation Report, should have been listed under the Chair Report. He then called for adoption of the agenda. There was a motion to adopt the agenda as amended. The motion was seconded and passed.

III. Chair Report

Mr. Bagai discussed legislation concerning the Undergraduate Honor System that CSA passed at the February 1 meeting. The legislation was forwarded to Dr. Mark McNamee and Ms. Kay Heidebreder. Dr. McNamee responded via letter on February 5, and his letter was forwarded to CSA on the listserv. Dr. McNamee's letter indicated that they already had plans to review the Undergraduate Honor System, and he will meet with Mr. Bagai and the current members of the Honor Court and Review Board to discuss the remaining issues. Mr. Bagai and Mr. Cheatham will remain in contact with the Provost Office to ensure that representatives from CSA will be involved in the review committee process and that the review will be conducted by an independent review committee.

Mr. Bagai pointed out that under the constitution and bylaws of University Council, the Honor System Review Board reports to the Commission on Undergraduate Studies and Policies (CUSP), and the CUSP charge states that policies and procedures related to the Undergraduate Honor System must be decided by that commission. CSA had a lengthy discussion on this topic at the February 1 meeting, but since the Undergraduate Honor System falls under a different commission it would not be CSA's role to make decisions in this matter nor to provide conflict resolution between the disputing parties. However, since the presentation on Undergraduate Honor System by Ms. Amanda Beringer and Mr. Neal Kegley was requested by the commission at the February 1 meeting, the agenda item was included as an informational piece. Once the question and answer period for this agenda item has been completed, the discussion on the topic of Undergraduate Honor System will be closed and future discussion referred to CUSP. Ms. Ennis McCreery, Dr. Karen Sanders, and Mr. Greg Sagstetter asked that their objections to closing this discussion be recorded.

IV. Old Business

- a. **Informational Presentation on Undergraduate Honor System** – Ms. Amanda Beringer, Chief Justice of the Undergraduate Honor System, discussed how the system is doing in response to recent questions and concerns. Ms. Beringer indicated that they are still processing cases and students' cases are not being held up. She asked Mr. Neal Kegley, Operations Manager of the Undergraduate Honor System, to speak about the number of degrees that were held up. Mr. Kegley reported that at the beginning of fall semester there were 71 cases outstanding. Of those 71 cases, there were one case from 2005 and 26 cases from 2006 that were still unsolved. Sixteen of these 27 cases were assigned to associate justices who resigned. These cases are being reallocated and are in the top tier of cases to be processed and completed. Out of the 3,560 graduation applications for spring 2006, there were nine holds based on Honor System requests for retention of degree – all nine were based on the incompleteness of service hours. They currently have 164 cases, which includes 132 cases in process from fall semester (70 new cases for fall and 62 cases that were unassigned from the previous semester). The 62 cases have now been assigned and allocated. They have five new cases for spring 2007. Mr. Kegley feels the backlog of cases for fall and spring falls within the normative standard of cases they have. They expect a total of 250-300 cases this year. Mr. Kegley turned the floor back over to Ms. Beringer, who discussed why their cases take longer to process than those in the Judicial System. In the Honor System, the associate justices are in charge of gathering as much evidence as possible so the accused can have a fair hearing. Often there are delays because the accused don't understand the process and delay in contacting the Honor System. These delays lead to a backlog in the caseload, but they are working hard to

process as many cases as possible this spring. Cases for seniors are receiving priority so they can graduate on time.

The floor was opened for questions and a lengthy discussion followed. Topics of discussion included how long it takes to review cases; the number of associate justices, how many cases they typically handle, and the length of time they serve; training for faculty about the Honor System; education programs about the Honor System for international students; and questions about the Honor System constitution in regard to the election of the new chief justice and associate justices. There is still much concern about resolving this issue, and Mr. Bagai was asked how this topic can be added to the agenda for the Commission on Undergraduate Studies and Policies so that body can begin their discussion of the issue. Mr. Bagai responded that the CUSP chair is Dr. Tom Walker, and agenda requests may be sent to him via e-mail at twalker@vt.edu. Dr. Daniel indicated that CUSP has this topic on their agenda for the February 26 meeting. CUSP meets from 3:00-5:00 p.m. on alternating Mondays from University Council in 230 Student Services Building. Mr. Bagai will attend the February 26 meeting to represent CSA in the Honor System discussion. He stressed that the meeting is open for anyone who wants to attend.

- b. **Student Legal Services Funding Approval** – The budget for Student Legal Services was presented for second reading. The total budget for 2007-08 is \$71,758. There was a motion to approve the budget. The motion was seconded and passed.

V. New Business

- a. **CSA Operating Procedures Committee** – Mr. Bagai indicated that he and Mr. Cheatham met with Drs. Hikes and Spencer about the need for operating procedures for the commission so that new members could be prepared to address the set responsibilities CSA needs to cover each year. These set responsibilities include approval of the Student Budget Board funding allocations, selection of the finalists for Undergraduate Representative to the BOV, and appointing representatives to other university commissions and committees. They would like to form a committee to write an operating manual for CSA. Mr. Adeel Khan and Ms. Ashley Anderson volunteered to serve on the committee with Mr. Bagai and Mr. Cheatham.

VI. Committee Meetings

- a. **Progress Document** – Mr. Cheatham distributed copies of a committee update sheet and asked each committee to write down their ideas, goals, and plans of action for this semester. The completed forms should be returned to Mr. Cheatham, who will compile the results and send them

out to the CSA listserv. The committees met for 10 minutes then the full commission meeting resumed.

VII. Open Forum

VIII. Announcements

Mr. Mike Stoupa made the following announcements for VTU: Mike Henry, writer, producer, and voice of five characters for the "The Family Guy" will speak at 7:30 p.m., February 16, Graduate Life Center Auditorium. The movie "Casino Royale" will show at 8:00 p.m., February 16, Colonial Hall, Squires. Winterfest, an indoor carnival, will be held from 12:00-5:00 p.m., February 24, Squires Student Center.

Ms. Monica Hunter announced that applications for the Homecoming Board are due on February 16. Information sessions for Homecoming Court are continuing through February 19. The Homecoming Court application deadline is March 2.

Ms. Ashley Anderson announced that BSA is sponsoring the movie "Catch a Fire" at 7:00 p.m., February 20, Colonial Hall, Squires.

Ms. Margaret McQuain announced that Campus Scouts has Girl Scout cookies for sale in the lobby of Squires.

Ms. LaChelle Waller announced that BSGA is holding the Ebony Affair Gala at 7:00 p.m., February 16, in Graduate Life Center Multipurpose Room.

Mr. Bagai announced that he is selling raffle tickets to raise money for Service for Sight. He also announced that Delta Gamma's Anchor Splash will be held at 6:00 p.m., February 16, Burruss Auditorium.

IX. Adjournment

The meeting adjourned at 5:18 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

March 1, 2007

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Ashley Anderson, Virgilio Centeno, Scott Cheatham, Kristin Clarke, Ron Daniel, Rick Ferraro, Tim Filbert, Monika Gibson, Zenobia Hikes, Monica Hunter, Frances Keene, Adeel Khan, Justin Reyes for Pris Martinez, Amanda Olejarski, Manisha Patel, Jory Ruscio, Greg Sagstetter, Sarah Saxton, Guy Sims, Ryan Smith, Ed Spencer, Mike Stoupa, James Tyger, LaChelle Waller, Brian Whitaker, John Gray Williams

Absent: Saurabh Attarde, Sumeet Bagai, Rob Dalton, Michael Dunleavy, Gary Kinder, Tanya LeRoith, Ennis McCrery, Margaret McQuain, Shane Moore, Jacqueline Nicholson, Ann O'Neal, Aaren Salido, Karen Sanders, Robert Sebek

Guests: Cynthia Bonner, T.J. Brennan, Steve Burrell

I. Call to Order

Mr. Scott Cheatham, Vice Chair, called the meeting to order at 3:34 p.m.

II. Adoption of Agenda

Mr. Cheatham called for adoption of the agenda. There was a motion to adopt the agenda as written. The motion was seconded and passed.

III. Chair Report

IV. Old Business

- a. **University Honor System Review Committee** – Mr. Cheatham reported that he and Mr. Bagai have met with Provost McNamee and Dr. Tom Walker, chair of the Commission on Undergraduate Studies and Policies, to discuss the makeup of the Honor System Review Committee. Fourteen people have volunteered to serve on the committee, and six are students. One of the deans has been asked to serve as chair. Appointment letters will be sent out soon. Mr. Greg Sagstetter asked that CSA's recommendation for an independent review be followed, and that only people with no previous experience with the Honor System be allowed to serve on the committee. Mr. Cheatham opened the floor for a brief discussion of the issues the review committee should look into. The following suggestions were made:

- Study whether the current constitution of the Honor System serves the current needs. Does the university want the Honor System to remain a student-run system or become an administrative- or faculty-run system? Large institutions often use a mixed system where students take the lead but still work with administrators. The constitution needs to clarify how the system will be run.
- Compare procedures to other land grant institutions and SCHEV peer institutions – i.e. length of time it takes to process a case, comparison to Judicial System and its processes, university resources devoted to Judicial System compared to resources devoted to Honor System.
- Study faculty concerns about the requirement to give a grade when an Honor System is pending, rather than giving a student an Incomplete.
- Look at Council for the Advancement of Standards (CAS) and the Center for Academic Integrity regarding their standards on academic integrity cases.
- Interview faculty who have referred students to the Honor System, as well as those who haven't. Also interview students who have been through the Honor System and those who haven't. Ask how these groups would expect the system to work.
- Compare to what resources are available to Graduate Honor System.
- Consider ways that preventative education can be utilized if there are recommendations for better training on the Honor System.
- Consider ways to streamline minor first-time offenses.

V. New Business

- a. **Introduction of Finalists for the BOV Student Representative** – Mr. Cheatham announced that the three finalists for the position of 2007-2008 Undergraduate Representative to the Board of Visitors have been chosen. He asked Mr. James Tyger, chair of the selection committee, to introduce the finalists. Mr. Tyger thanked the students who served on the selection committee, then introduced the two candidates who were available to attend: Mr. Thomas (T.J.) Brennan, a junior in Political Science and Philosophy, and Mr. Ryan Smith, a junior in Psychology, Sociology, and Political Science. Mr. Tyger announced the third candidate is Ms. Mary Dickenson, who was unable to attend due to a class conflict. Ms. Dickenson is a junior in Dairy Science, Pre-Vet option.
- b. **SGA and GSA Budget Board Changes (First Reading)** – Mr. James Tyger, president of SGA, and Ms. Jory Ruscio, president of GSA, distributed and discussed legislation calling for the names of the SGA and GSA Budget Boards to be changed. The purpose of the SGA and GSA Budget Boards is to recommend allocation of funds to Registered Student Organizations (RSOs). They feel that including SGA and GSA in the name of the budget boards is confusing for the students in RSOs. The students often contact SGA and GSA with questions, when SGA and GSA don't have anything to do with the funding process. The legislation calls

for the name of the SGA Budget Board to be changed to Undergraduate Registered Student Organization Budget Board and for the GSA Budget Board to be changed to Graduate Registered Student Organization Budget Board. The legislation also states that GSA is opposed to the joining of the SGA Budget Board and the GSA Budget Board to the RSO Budget Board without further discussion with the GSA. Ms. Monica Hunter, chair of the Student Budget Board, commented that they have considered making one RSO Budget Board that would combine the funds for undergraduate and graduate RSOs, but they would meet with the SGA and GSA before making any changes. Mr. Cheatham asked the parties involved to discuss possible changes in the coming weeks. Second reading will take place at the March 22 meeting.

- c. **RSO Budget Board potential changes feedback** – Mr. Cheatham opened the floor for further discussion of the potential combination of the undergraduate and graduate RSO Budget Boards into one board. Mr. Tyger said the main problem is that we don't have enough funds for student organizations and we need to study ways to increase the pool of money – even if it means raising student activity fees. Ms. Ruscio doesn't feel combining the graduate and undergraduate boards would increase available funds for graduate students. Graduate student organizations pay a larger portion of activity fees than they receive back in budget board funding. Mr. Steve Burrell, former chair of the SBB, shared statistics of funding requests for this year and previous years. He said that 13 graduate organizations have requested annual funding through GSA Budget Board this year and seven graduate student groups have requested small grants. Last year 21 graduate student organizations were registered, so nearly 100% of the registered graduate organizations are requesting funds this year. This is the first year the graduate pool of money has been used fully. In comparison, 13 University Chartered Student Organizations (UCSOs) requested annual funding, 44 requested funds from SGA Budget Board, and typically four additional groups request small grants. Ms. Monika Gibson asked if this information could be shared in writing with the commission. Mr. Burrell reminded the commission that these discussions are in the preliminary stages and there is no formal proposal to make changes at this point. Before any changes are made, this type of information will be shared in writing with the commission. Ms. Hunter indicated that the SBB funding recommendations for next year will be brought to CSA for approval at the April 5th meeting.
- d. **Presentation on Search Committees** – Dr. Cynthia Bonner, Chief of Staff and Director of Administration for the Division of Student Affairs, discussed two searches that are on-going – Dean of Students and Vice President for Multicultural Affairs. Candidates for these two positions will be on campus during the coming weeks. She asked students to volunteer to have lunch and dinner with the candidates during the

interviews, and circulated a sign-up sheet for those interested in participating. The candidate names are confidential, but she will send resumes and more information once it becomes available.

Dr. Bonner also announced that the University Library is interested in doing a collaborative project with Student Affairs on procuring more audio books for the library. Dr. Bonner polled the students about their interest in the university purchasing more audio books. Several students said the Blacksburg library has a wide selection of audio books and wondered if the university needs to invest the money. Some students also said they prefer to listen to audio books on their iPods. Dr. Bonner thanked the students for their feedback.

VI. Committee Meetings

Mr. Tim Filbert said the First Year Experience Committee met before the CSA meeting and would like the commission's reaction to a couple of things. He indicated that Dr. Mike Ellerbrock is interested in CSA organizing a town hall meeting for students in order to get feedback on the QEP process. There is some concern that a town hall meeting may not work because students don't attend them very well. The committee was wondering if it would be more effective to schedule time with some of the major student organizations to discuss the QEP. He asked for students to give their feedback on the best way to engage students. Mr. Kevin Denny suggested they change the name from town hall meeting to something such as "You Talk – We Listen" so students will know their voices are being heard. Mr. Ryan Smith said he would be interested in doing a student survey about first-year experience and volunteered to talk with the committee about this. Following this discussion, the committees met for 15 minutes then the full commission meeting resumed.

VII. Announcements

Mr. Cheatham reminded everyone that the next meeting will be held on March 22 not March 15, as originally scheduled. The reason for the change is to allow Mr. Dwight Shelton and Mr. Tim Hodge to give their annual presentation on tuition and fees just prior to the Board of Visitors meeting.

Mr. Mike Stoupa made the following announcements for VTU: Ben Folds concert, 7:30 p.m., March 27, Burruss Auditorium; An Evening with Dr. Ruth, 7:30 p.m., March 12, Burruss Auditorium; Campus Comedy Challenge, 7:00 p.m., March 15, Commonwealth Ballroom, Squires; and the movie "Happy Feet," 8:00 p.m., March 16, Colonial Hall, Squires.

Mr. James Tyger announced that VT's Relay for Life is currently the sixth highest collegiate relay in the nation. It will be held on April 20 and teams may sign up at www.sga.vt.edu. The Big Event is scheduled for March 31,

and they are still accepting community service jobs to be performed that day. These forms are also available at the SGA website. Campaigning for SGA election starts today. Elections will be held on March 27-28. Elections will be held on-line at the SGA website. He also announced that the 2008 ACC Leadership Conference will be held here next spring. Virginia Tech is hosting the conference for the first time.

Mr. Adeel Khan announced that the Class of 2008 Ring Dance is at 8:00 p.m., March 24, Commonwealth Ballroom, Squires. Minority turnout at these events has been down and Mr. Khan asked to meet with representatives from BSA and BSO after the meeting to discuss how they can increase minority attendance. He encouraged everyone to attend.

Ms. Monica Hunter congratulated Ms. Ashley Anderson on being selected Vice President for Homecoming Court next year. She reminded everyone that applications for Homecoming Court are due on March 2 by 5:00 p.m.

Ms. Ashley Anderson announced that BSA is hosting the movie "Blood Diamonds" on March 13 and The Roots concert at 8:00 p.m., April 26, Burruss Auditorium.

Ms. LaChelle Waller announced the GSA Gala will be held at 6:30 p.m., March 23, Holiday Inn.

Mr. Tim Filbert announced that the Summer Leadership Employment Program (SLEP) will be held again this summer. Organizations should think about which officers they would to participate in the program. Contact him for more information. Applications will be available in mid to late March.

Ms. Frances Keene announced that Dr. Gail Dines will speak on "Sex(ism), Identity, and Intimacy in a Pornographic Culture" at 6:00 p.m., March 14, Haymarket Theater, Squires.

VIII. Adjournment

The meeting adjourned at 4:51 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

March 22, 2007

3:30-5:30 p.m.

Brush Mt. B

Squires Student Center

Minutes

Present: Ashley Anderson, Sumeet Bagai, Amanda Beringer, Virgilio Centeno, Scott Cheatham, Kristin Clarke, Heath Carter for Rob Dalton, Ron Daniel, Michael Dunleavy, Rick Ferraro, Tim Filbert, Monika Gibson, Zenobia Hikes, Monica Hunter, Frances Keene, Adeel Khan, Gary Kinder, Amanda Olejarski, Manisha Patel, Jory Ruscio, Greg Sagstetter, Sarah Saxton, Robert Sebek, Mike Stoupa, James Tyger, LaChelle Waller, Brian Whitaker

Absent: Saurabh Attarde, Tanya LeRoith, Ennis McCrery, Margaret McQuain, Shane Moore, Jacqueline Nicholson, Ann O'Neal, Aaren Salido, Karen Sanders, Guy Sims, Ed Spencer, Justin Reyes, John Gray Williams

Guests: Steve Burrell, Tim Hodge, Maureen Lawrence, Dwight Shelton

I. Call to Order

Mr. Sumeet Bagai, Chair, called the meeting to order at 3:35 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda. He announced two changes to the agenda: 1) The Chair Report will be moved after the Special Presentation on Tuition and Fees. 2) Under Old Business, the item on SGA and GSA Budget Board Changes is tabled. There was a motion to adopt the agenda as amended. The motion was seconded and passed.

III. Special Presentation

Tuition and Fees – Mr. Dwight Shelton, Vice President for Budget and Financial Management, thanked the group for the good turnout for the annual presentation on tuition and fees. He stressed that the Board of Visitors has the full authority to establish tuition and fees, and the budget office only makes recommendations. The Finance and Audit Committee of the BOV will review the recommendations on Monday morning, March 26, and the full board will take the final vote that afternoon. He asked the commission to keep the information confidential until the BOV takes action; then they are free to discuss the process with their organizations and classmates.

Mr. Shelton turned the meeting over to Mr. Tim Hodge, University Budget Director, who gave a presentation on the tuition and fee development process. Mr. Hodge shared the proposed tuition and fee increases: undergraduate in-state 6.1%; undergraduate out-of-state 3.8%; graduate in-state 5.2%; graduate out-of-state 9.2%; veterinary medicine in-state 8.2%; veterinary medicine out-of-state 6.5%. The comprehensive fee will increase \$77; the room and board fee will increase \$340. In addition, the engineering freshmen and incoming engineering graduate students will have a \$135 per semester engineering fee. He concluded his presentation by comparing our tuition and fees with those of our peer institutions.

During the question and answer period, Mr. James Tyger asked how they arrived at a \$2 increase for Student Budget Board (SBB) under comprehensive fees. Dr. Zenobia Hikes stated that Student Affairs requested a \$70,000 increase for SBB, and the \$2 increase per student was a result of this request. They will continue to assess this in future years to see if more money is needed for SBB. Mr. Sagstetter pointed out that the budget office has helped pass measures to make the university more energy efficient, rather than charging students a green fee, even though students had agreed the green fee was something they were willing to pay in order to make the university more efficient. Mr. Bagai thanked Mr. Shelton and Mr. Hodge for their presentation.

IV. Chair Report

V. Old Business

- a. **SGA and GSA Budget Board Changes** – Item tabled.

VI. New Business

- a. **Resolution from SGA Regarding Core Curriculum Requirement (first reading)** – Ms. Sarah Saxton distributed for first reading “Resolution of Support for a Diversity Requirement in the Undergraduate Curriculum for Liberal Education” which was passed by SGA on March 13, 2007. The resolution calls for a strict diversity requirement in the undergraduate curriculum for Liberal Education, requiring students to choose at least three credit hours from a list of identified courses with a central and significant focus on diversity or multicultural perspectives. The resolution also “recommends that one way that this might be accomplished would be to rearrange courses from existing areas, particularly areas 2 and 7 of the current undergraduate Curriculum for Liberal Education, and group courses with a central and significant focus on diversity and multicultural perspective into a single area to replace an old area.” The SGA is requesting the commission’s support for the resolution. The floor was opened for questions, and several commission members questioned whether the curriculum could be rearranged to meet these requirements and whether there would be enough classes to meet the requirements.

They asked SGA to please check into this and to provide clarification.
Second reading will take place on April 5.

VII. Committee Meetings - Tabled in the interest of time.

VIII. Announcements

Mr. James Tyger announced that SGA elections will be held on March 27 and 28. He encouraged students to vote online at www.sga.vt.edu. The Big Event will be held at 10:00 a.m., March 31, beginning on the Drillfield. They already have over 2,000 student volunteers and 250 jobs planned in the Blacksburg and Montgomery County area. Relay for Life has moved into fourth place in collegiate relays in the nation, and fundraising will continue until the event on April 20.

Mr. Greg Sagstetter announced that the Board of Visitors will meet on March 25 and 26. He invited students to e-mail him if they have comments about the tuition and fee increase that he should share with the board. He also announced that Dr. Chris Clement is giving a lecture on March 26, 7:00 p.m. in 223 Engel Hall.

Ms. Ashley Anderson announced that The Roots concert is April 26, 8:00 p.m., Burruss Auditorium.

Mr. Mike Stoupa announced that VTU has two upcoming movies: "Children of Men" on March 23 and "Dreamgirls" on March 30. Both will show at 8:00 p.m. in Squires Colonial Hall. The Ben Folds concert is March 27, 7:30 p.m., Burruss Auditorium. The play "Lost in Yonkers" is March 29, 7:30 p.m., in Burruss Auditorium.

Mr. Sumeet Bagai announced that CSA has only two more meetings this year— April 5 and 19. Any issues that need to be addressed this year should be submitted as agenda items for the next meeting on April 5. Mr. Scott Cheatham reminded the student organizations that any constitutional changes must be approved by CSA and to please submit any changes for first reading on April 5. Mr. Bagai also announced that the Honor System Review Committee will meet in the next couple of weeks to review the Honor System. He should have a list of committee members to share with the commission by the April 5 meeting.

Mr. Tim Filbert announced that the First Year Experience subcommittee is planning a student forum on April 19 from 12:30-2:00 p.m. Students attending the forum will also be asked to provide feedback for the QEP process. They hope for a good student turnout at the forum. If other subcommittees would like their topics to be covered, please let Mr. Filbert know.

Mr. Mike Dunleavy announced that Ring Dance will be held on March 24, 8:00 p.m. in Commonwealth Ballroom, Squires.

Dr. Zenobia Hikes announced that a couple of CSA members will be honored at the Student Recognition Banquet on April 14.

IX. Adjournment

The meeting adjourned at 5:13 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary

Commission on Student Affairs

April 5, 2007
3:30-5:30 p.m.
Brush Mt. B
Squires Student Center

Minutes

Present: Ashley Anderson, Paras Karki for Saurabh Attarde, Sumeet Bagai, Virgilio Centeno, Scott Cheatham, Amanda Beringer for Kristin Clarke, Heath Carter for Rob Dalton, Rick Ferraro, Tim Filbert, Monica Hunter, Frances Keene, Adeel Khan, Ennis McCrery, Margaret McQuain, Shane Moore, Jacqueline Nicholson, Amanda Olejarski, Ann O'Neal, Manisha Patel, Jory Ruscio, Greg Sagstetter, Mike Taczak for Sarah Saxton, Robert Sebek, Guy Sims, Ryan Smith, Ed Spencer, Mike Stoupa, James Tyger, John Gray Williams

Absent: Ron Daniel, Michael Dunleavy, Monika Gibson, Zenobia Hikes, Gary Kinder, Tanya LeRoith, Justin Reyes, Aaren Salido, Karen Sanders, LaChelle Waller, Brian Whitaker,

Guests: Steve Burrell, Christopher Clarke, Cindy Davis, Lauren Davis, Maureen Lawrence, Megan Moore, Taylor Powell

I. Call to Order

Mr. Sumeet Bagai, Chair, called the meeting to order at 3:33 p.m.

II. Adoption of Agenda

Mr. Bagai called for adoption of the agenda and announced that under Old Business, items A and B (SGA Budget Board Resolution and GSA Budget Board Resolution) have been merged into one document and will be presented as such. He also announced an additional item has been added under New Business, E. CISO Constitutional Amendments. There was a motion to adopt the agenda as amended. The motion was seconded and passed.

III. Chair Report—Mr. Bagai asked everyone to stay until the end of the meeting if possible since there were several items requiring a vote.

IV. Old Business

A. **SGA & GSA Budget Board Resolution (Second Reading)** – Mr. James Tyger outlined the resolution and discussed changes they have made in response to recommendations at the first reading on March 1.

- There will be one board designated as the Registered Student Organization (RSO) Budget Board to allocate funding to all RSO's.
- Membership of the RSO Budget Board will consist of six graduate and six undergraduate students appointed by SGA and GSA Presidents.
- The RSO Budget Board will be administratively chaired by the Assistant Director for Student Organizations and co-chaired by a student voted upon by the board.
- It will be the responsibility of the chair to ensure fair and equitable distribution of funds and to provide the annual funding strategy amounts to the board. The funding strategy is determined by the total dollar amount available to allocate and a review of the funding requests, their merit related to the organization's mission and the justifiable needs. The chair will consult with the chair of the Student Budget Board (SBB) in development of the funding strategy and the SBB, a standing subcommittee of CSA, is the final authority in adopting the funding strategy for this board.
- This will be a two year pilot program, evaluated in spring 2008 and spring 2009. All findings will be reported to CSA at an April meeting.
- This change will take effect July 1, 2007.

Following a brief discussion, there was a motion to approve the resolution. The motion was seconded and passed.

- B. **SGA Core Curriculum Diversity Requirement Resolution (2nd reading)** – Mr. James Tyger presented the resolution for second reading and he and Mr. Mike Taczak opened the floor for questions. There was a friendly amendment that the word "strict" be changed in the first resolved clause: "Be it resolved that the Virginia Tech student body officially recognizes the need for a *strict* diversity requirement in the undergraduate Curriculum for Liberal Education...." The amendment was accepted and Mr. Taczak indicated the wording could be changed to "*stronger and more clearly and specifically defined* diversity requirement...." After addressing other general questions about the document, there was a motion to approve the resolution. The motion was seconded and passed.

V. **New Business**

- A. **Nominations for Chair/Vice Chair for 2007-2008** – Mr. Bagai and Mr. Cheatham discussed the responsibilities of the CSA chair and vice chair. The floor was opened for nominations for chair. Ms. Ann O'Neal and Mr. Ryan Smith were nominated and accepted the nomination. The floor was opened for nominations for vice chair. Ms. Amanda Beringer was nominated and accepted the nomination. Nominations will remain open via e-mail to Mr. Bagai or Mr. Cheatham through the start of the April 19 meeting, at which time the vote will take place. Self nominations are accepted.

Important Note: The final meeting of the year was cancelled due to the tragedy of April 16. The nominations will be taken again at the September 20, 2007, meeting and the election will take place at that time.

- B. **First Year Experience Committee Report** – Ms. Amanda Olejarski reported that their committee has been working with Dr. Mike Ellerbrock to schedule the SACS/QEP Student Forum on April 19 at 12:30-2:00 p.m. in Squires Brush Mountain A & B. Students were encouraged to attend.
- C. **Budget Board Annual Funding Approval** – Ms. Monica Hunter introduced students from the Student Budget Board who attended to answer questions. She then distributed copies of the Annual Funding documents for review and approval. Total funds available and appropriated for this funding cycle were \$975,928. Mr. Greg Sagstetter asked if the review took place to ensure that underrepresented groups were treated fairly in the allocation process. Ms. Hunter responded that the review did take place and will become a permanent procedure at Dr. Hikes' request. Mr. Bagai asked Mr. Steve Burrell to outline what happens now in the funding process. Mr. Burrell explained that once the budget has been approved by CSA, student organizations will be notified by letter of their funding amounts and given 14 days to appeal. Groups may appeal the funding recommendations for the following three reasons only: 1) established policies and procedures were not followed; 2) the organization was denied the opportunity to present significant evidence at the time of hearing; 3) the funding decision was arbitrary and capricious. The fact that the Board did not fund an item at the requested level does not constitute grounds for appeal. Mr. Bagai indicated that the vote needed to occur immediately to adhere to the time schedule for appeals. There was a motion to suspend the rules, allowing the vote to take place at first reading. The motion was seconded and passed. There was a motion to approve the budgets as submitted. The motion was seconded and passed.

Mr. Burrell asked for volunteers to serve on the appeals committee. The chair must be a faculty or staff member. The committee will only meet if an appeal is submitted. Mr. Robert Sebek volunteered to serve as chair. Jackie Nicholson, Ryan Smith, and Amanda Beringer volunteered to serve as student members.

Ms. Hunter asked for feedback on the SBB process and several students thanked the group for the work they put into the process and for looking at the issues from previous years.

- D. **RHF Constitutional Amendments** – Ms. Manisha Patel presented the RHF Constitutional Amendments for first reading and briefly outlined the changes. The changes relate to membership of the General Assembly

and how the meetings will be scheduled. The floor was opened for questions. There were some minor editorial suggestions. Second reading will take place on April 19.

- E. **CISO Constitutional Amendments (First Reading)** – Mr. Paras Karki presented the CISO Constitutional Amendments for first reading and briefly explained the changes. The changes relate to eligibility of students holding a legal Visa or U.S. residency to serve as an officer in the organization, and automatic membership for registered student organizations who apply for membership in the organization. A brief question and answer period followed. Copies of the constitution will be e-mailed to CSA for consideration prior to second reading on April 19.

VI. Committee Meetings

Mr. Cheatham asked the committees to meet briefly after the meeting if they had any issues to discuss.

VII. Open Forum

VIII. Announcements

Mr. Mike Stoupa made the following VTU announcements: Soundfest Music Festival, April 14, 4:00 p.m., Commonwealth Ballroom, Squires; Rat Pack, April 18, 7:00 p.m., Burruss Auditorium; Movies – Smokin’ Aces, April 6, 8:00 p.m. and Pan’s Labyrinth, April 20, 8:00 p.m., in Colonial Hall, Squires; Water Wars, co-sponsored with RHF, will be held in April, with all proceeds going to Relay for Life.

Mr. James Tyger announced that the Big Event was a huge success, with 2,800 students completing over 400 jobs. Relay for Life is scheduled for April 20 and Virginia Tech is currently the fourth highest collegiate relay in the nation. The goal is \$200,000. He then introduced the new SGA President for next year, Mr. Adeel Khan. Mr. Khan spoke briefly and then announced that the application for SGA Appointed Executive Positions will be sent out on the CSA listserv. The application deadline is April 13.

Mr. Tim Filbert announced that he has sent out applications for the Summer Leadership Employment Program and encouraged new officers of student organizations to apply.

Ms. Jory Ruscio announced that GSA would be holding the Spring Wine Social on April 13.

Mr. Kevin Denny announced the play, NWC, April 19, 7:30 p.m., Burruss Auditorium; and The Roots concert, April 26, 7:00 p.m., Burruss Auditorium.

Mr. Paras Karki announced the International Street Fair, April 14, in Downtown Blacksburg.

Mr. John Gray Williams announced the National Day of Silence on April 18. LGBTA will hold a silent vigil on the drillfield and a silent march in front of Owens on the 18th.

Mr. Bagai announced that Mr. Ryan Smith is new undergraduate representative to the Board of Visitors.

Ms. Monica Hunter announced that Mr. Heath Carter is on the homecoming court next year.

Mr. Bagai reminded group that nominations for chair and vice chair will remain open until the election takes place.

IX. Adjournment

The meeting adjourned at 5:01 p.m.

Respectfully submitted,

Donna Sanzenbach
Recording Secretary